

FY 2013/14 Municipal Stormwater NPDES Permit Compliance Assistance

Scope of Work

**Prepared for the
San Mateo Countywide
Water Pollution Prevention Program**



Prepared by EOA, Inc.



May 30, 2013

INTRODUCTION

EOA, Inc. prepared this scope of work to assist the San Mateo Countywide Water Pollution Prevention Program (Countywide Program) to comply with municipal stormwater permit requirements found in NPDES Permit No. CAS612008, commonly referred to as the Municipal Regional Permit (MRP). The following sections describe EOA's tasks, budgets, and deliverables for FY 2013/14. Table 1 and Exhibit A summarize the tasks and budgets. Exhibit A includes subtasks, estimated labor hours, and planning-level subcontractor and expense budgets. It should be noted that the actual distribution of hours and subcontractors/expenses within and among tasks may vary. EOA will conduct all work on a time and materials basis in accordance with the FY 2013/14 Fee Schedule for the Countywide Program (Exhibit B) and the Agreement for Services between EOA, Inc. and the City/County Association of Governments of San Mateo County (C/CAG) dated June 14, 2007. The total budget will not be exceeded and contingency item budgets will not be used without C/CAG's authorization.

Table 1. Summary of Tasks and Budgets.

Task No.	Description	Budget
SM31	Miscellaneous Compliance (all MRP Provisions)	\$207,088
SM32	C.2 Municipal Operations and C.7.a. Marking of Storm Drain Inlets	\$57,056
SM33	C.3 New Development, C.6 Construction Site Controls, C.13.a Architectural Copper, and C.7.a. Marking of Storm Drain Inlets in New Private Streets	\$172,443
SM34	C.4 Industrial/Commercial Site Controls, C.5 Illicit Discharge Elimination, C.15 Conditionally Exempted Discharges, C.12.a Incorporate PCBs into Business Inspections, and C.13.b and d Copper Controls	\$115,572
SM35	C.8 Water Quality Monitoring	\$588,641
SM36	C.9 Pesticides Toxicity Control (except C.9.h Public Outreach)	\$78,560
SM37	C.10 Trash Load Reduction	\$269,338
SM38	C.11 Mercury, C.12 PCBs (Except C.12.a Incorporate PCBs into Business Inspections), and Lower Priority Pollutants of Concern (C.13.c and e and C.14)	\$298,973
SM39	Contingency Items (use requires C/CAG authorization)	\$104,736
Total Budget:		\$1,892,407

Note: See Exhibit A for more details.

TASK SM31 - MISCELLANEOUS COMPLIANCE (ALL MRP PROVISIONS)

The following tasks are related to compliance with all provisions of the MRP.

Subtask SM31.01: Assist with Management of the Countywide Program (All MRP Provisions)

EOA will continue to assist the Countywide Program with various tasks related to overall program management to the extent feasible within available budget, including:

- Assistance to the Program Coordinator with preparation of TAC and Stormwater Committee agenda packages.
- Preparing for and attending TAC Stormwater Committee meetings. Assumes 12 meetings per year (eight Stormwater Committee and four TAC which are workshop format).
- Helping municipal staff understand what they need to do to achieve MRP compliance by responding to e-mails and telephone calls on a variety of topics as needed.
- Helping municipalities respond to Regional Water Board staff feedback (e.g., staff reviews of Annual Reports leading to NOV's and/or NODs).
- Reviewing draft Public Information and Outreach sections of municipal Annual Reports and compiling and submitting the municipal Annual Report reviews conducted under other components of this scope of work.
- Compiling the Countywide Program budget, quarterly self-audit, and Annual Report.

Budget: \$96,344

Deliverables:

- Participation in monthly TAC and Program Coordinator meetings including facilitating TAC workshops.
- E-mails and telephone calls with municipal staff in relation to MRP compliance.
- Compiled Countywide Program workplan/budget, self-audit, draft municipal annual report reviews, and Annual Report.

Subtask SM31.02: Update Regulatory Tracking Table (All MRP Provisions)

EOA will conduct a quarterly update of the regulatory tracking spreadsheet. This task will help the Countywide Program coordinate statewide, regional, and local activities to optimize efficient MRP implementation and avoid duplication of efforts. It will also assist with planning for future permit terms.

Budget: \$5,808

Deliverables:

- Quarterly updates to regulatory tracking spreadsheet for inclusion in TAC agenda package.

Subtask SM31.03: Conduct Annual Training Workshop on Annual Report Forms (All MRP Provisions)

EOA will assist the Countywide Program to conduct an annual workshop (usually in July) to help train municipal staff on filling out Annual Report forms.

Budget: \$22,940

Deliverables:

- PowerPoint presentations for the training.
- Participation in the training, including presentations on the various types of forms.
- Preparation of forms to evaluate the training, compilation of the completed forms, and evaluation of training success and as needed potential ways to improve future trainings in Countywide Program Annual Report.

Subtask SM31.04: Assist with Coordination with BASMAA (All MRP Provisions)

EOA will assist with participation in activities of the BASMAA Board of Directors (BOD) and coordinate BOD activities with Countywide Program and municipal activities. This task includes reviewing the BOD agenda package each month and discussing with the Program Coordinator and holding a conference call or meeting with the SCVURPPP Program Manager as needed.

Budget: \$28,800

Deliverables:

- Participation in monthly BOD meetings and coordination of BOD activities with Countywide Program and municipal activities.

Subtask SM31.05: Assist with Participation in the Permit Renewal Process

EOA will assist the Countywide Program participate in the process to reissue the MRP, which expires in November 2014.

Budget: \$53,196

Deliverables:

- Attendance at meetings with BASMAA and Regional Water Board staff, review and comments on draft versions of MRP V.2, etc.

TASK SM32 - MUNICIPAL OPERATIONS (MRP PROVISION C.2 and C.7.a)

EOA will continue to assist the Countywide Program and its member agencies to implement the requirements of MRP Provision C.2, Municipal Operations and C.7.a., Marking of Storm Drain Inlets.

Subtask SM32.01: Coordination and Regulatory Compliance (MRP Provision C.2)

EOA will provide technical support to the Municipal Maintenance Subcommittee. This will include continued collaboration with BASMAA's Municipal Operations Committee to identify cost-effective ways of complying regionally with the MRP's requirements.

The Municipal Maintenance Subcommittee will meet quarterly to guide the implementation of this component's Countywide Program activities. EOA will work with the chair to support the subcommittee and facilitate meetings. This will include working with the chair to plan agendas and discussion materials (e.g., handouts, presentations, and talking points), participating in meetings, preparing meeting summaries, maintaining email/attendance lists, and completing meeting follow-up actions.

EOA will prepare the municipal operations section of the FY 2012/13 Countywide Program Annual Report. EOA will also update the municipal operations section of the Countywide Program's budget/workplan and complete the municipal operations section of the quarterly EOA self-audit.

EOA will update the Countywide Program's guidance to municipalities for completing municipal operations Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget.

Budget: \$22,960

Deliverables:

- Facilitation of quarterly Municipal Maintenance Subcommittee meetings.
- Municipal operations section of the FY 2012/13 Countywide Program Annual Report.
- Municipal operations section of the Countywide Program budget/workplan.
- Municipal operations section of the quarterly EOA self-audit.
- Updated Countywide Program guidance to municipalities for completing Annual Report forms.
- Comments on municipal operations sections of individual municipal Annual Reports (i.e., completed forms), as applicable and feasible within available budget.

Subtask SM32.02: Assist Municipalities to Implement Appropriate Municipal Operations BMPs (MRP Provisions C.2.a - C.2.f)

EOA will assist municipal staff to understand and implement municipal operations-related BMPs, such as those described in the California Stormwater Quality Association's Handbook for

Municipal Operations (CASQA Handbook), for the following activities that are listed as MRP requirements:

- Street and road repair maintenance activities, such as asphalt/concrete removal, cutting, installation, and repair (Provision 2.a).
- Sidewalk/plaza maintenance and pavement washing, such as mobile cleaning, pressure washing operations at parking lots and garages, trash areas, fueling areas, sidewalk and plaza cleaning (Provision C.2.b).
- Bridge and structure maintenance and graffiti removal conducted in ways that prevent non-stormwater and wash water discharges to storm drains (Provision C.2.c).
- Corporation yard activities, such as inspecting corporation yards, plumbing vehicle and equipment wash areas to the sanitary sewer, using dry clean up methods when cleaning debris and spills, and storing materials outdoors (Provision C.2.f).
- Operation of storm drain pump stations and related MRP requirements to inspect and collect dissolved oxygen data twice a year during the dry season and inspect pump stations twice a year during the wet season (Provision C.2.d.).

EOA will identify the specific support needed for these tasks during the year based on Regional Water Board staff feedback (e.g., review of Annual Reports, requests for additional information, NOVs/NODs issued) and feedback and requests for assistance from the Municipal Maintenance Subcommittee. Specific recommendations and prioritization will be documented in the Subcommittee meeting minutes. EOA will track MRP reissuance progress and provide input as needed related to municipal maintenance related provisions.

Budget: \$22,560

Deliverables:

- Telephone and email communications with municipal staff about MRP compliance topics such as the implementation of BMPs, inspection requirements for corporation yard/maintenance facilities, and the implementation of municipal stormwater pump station dissolved oxygen testing and inspection requirements.
- Products identified by the Subcommittee to improve member agencies' understanding and implementation of the MRP's requirements. Example products include revisions to current inspection forms, SOP templates or Annual Report response summaries.

Subtask SM32.03: Conduct Training Workshop (MRP Provision C.2.e)

A full day general training workshop for municipal maintenance staff was held last year (FY12/13) and the next full day workshop will be held next year (FY 14/15). During this fiscal year EOA will work with the Municipal Maintenance Subcommittee to plan and conduct a Rural Roads BMPs training workshop. This workshop is proposed to assist municipalities meet the MRP requirement for rural roads BMPs training twice during the permit term.

Budget: \$11,536

Deliverables:

- Coordinate with contractor to conduct in-class and in-field components of workshop.

- Facilitation of the training.
- Preparation of forms to evaluate the training, compilation of the completed forms, and evaluation of training success and as needed potential ways to improve future trainings in Countywide Program Annual Report.

TASK SM33 - NEW DEVELOPMENT AND CONSTRUCTION ACTIVITIES (MRP PROVISIONS C.3, C.6, C.7.a and C.13.a)

EOA will continue to assist the Countywide Program and its member agencies to implement the MRP's Provision C.3 (New Development), Provision C.6 (Construction Site Controls), Provision C.7.a (Storm Drain Marking in New Privately-Maintained Streets), and Provision C.13.a (Architectural Copper BMPs). The tasks in this section are organized around these MRP provisions.

Tasks Related to Implementation of All Four Provisions: Tasks SM33.01 – SM33.02

Subtask SM33.01: Coordination and Regulatory Compliance (MRP Provisions C.3, C.6, C.7.a and C.13.a)

EOA will perform essential component-specific tasks and coordination, including working with the chair to support the New Development Subcommittee and its workgroups and facilitate quarterly meetings (e.g., develop agendas, participate in meetings, and prepare meeting summaries). EOA will prepare this component's section of the Countywide Program's Annual Report, annual workplans/budgets, and quarterly EOA self-audit, and coordinate with County staff to maintain and update the public New Development and Construction sections of the Countywide Program's website and the password-protected New Development web page. EOA will make annual pre-wet season submittals of treatment measure information to the Mosquito Abatement District and compile the half-yearly submittals of the member agencies' Special Projects Reporting Forms for submittal to the Water Board by March 15. As possible within the available budget, EOA will also provide on-call assistance to member agencies.

EOA will update the Countywide Program's guidance to municipalities for completing Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget.

Budget: \$41,880

Deliverables:

- EOA attendance, agenda packets, handouts (assume five pages per attendee for 20 attendees per meeting), and summaries for up to four meetings of the New Development Subcommittee.
- EOA conference call hosting and attendance, agenda and action item list for up to four workgroup conference calls.
- This component's portion of the Countywide Program workplan/budget.
- This component's portions of the Countywide Program's FY 2012/13 Annual Report.
- This component's section of the quarterly EOA self-audit.
- Website update request forms (assume four per month).
- Updated Countywide Program's guidance to municipalities for completing Annual Report forms.

- Comments on this component's sections of individual municipal Annual Reports (i.e., completed forms), as applicable and feasible within available budget.
- Pre-wet season submittal to Mosquito Abatement District of treatment measure information.
- March 15 half-yearly submittal of compiled Special Projects Reporting Forms to the Water Board.

Subtask SM33.02: Participate in and Facilitate Implementation of BASMAA Development Committee's Regional Products (MRP Provisions C.3 and C.6)

Development Committee Participation. On behalf of the Countywide Program, EOA will attend BASMAA's Development Committee and workgroup meetings regarding the preparation, adoption and implementation of regional products that BASMAA prepares on behalf of the MRP permittees. In FY 2013/14, it is anticipated that EOA's participation in the Development Committee will include discussions of New Development and Construction issues related to the reissuance of the MRP, and would involve review and comment of drafts of Provisions C.3 and C.6. As possible within the available budget, this task will include participation in meetings, preparation of informal email updates to the Program Coordinator regarding meeting highlights, the review of draft materials, and coordination with the New Development Subcommittee to keep member agencies informed and involved.

LID Feasibility Status Report. EOA will complete the sections of the LID Feasibility Status Report that have been assigned to EOA on behalf of the Countywide Program. A draft of this report is being prepared in FY 2012/13, and the full report is due to the Water Board on December 1, 2013. This work will include coordinating with other stormwater program managers to obtain data regarding C.3 Regulated Projects that include infiltration and/or rainwater harvesting and use that were approved in FY 12/13, tabulation of these data, and preparation of a revised draft and a final version of the sections of the Feasibility Status Report that are assigned to EOA to prepare on behalf of the Countywide Program.

Budget: \$21,005

Deliverables:

- EOA attendance and informal email updates to the Program Coordinator, for up to 12 meetings of the BASMAA Development Committee, and up to 8 conference calls.
- Email messages to the New Development Subcommittee requesting member agency review of BASMAA draft documents and transmitting final documents.
- Draft and final version of the LID Feasibility Status Report sections assigned to EOA to prepare on behalf of the Countywide Program.

Implementation of Provisions C.3, C.7.a and C.13.a: Tasks SM33.03 – SM33.05

EOA will prepare new tools and update existing tools used by the member agencies to comply with the MRP's Provision C.3, as described in the following tasks. The title of each subtask identifies the applicable provision(s) of the MRP.

Subtask SM33.03: Provision C.3 Flyers, Checklists, and Coordination with Soil Providers and Copper Roof Installers (MRP Provisions C.3, C.6 and C.13.a)

Update of Two Checklists. In FY 2012/13, EOA prepared a new C.3 Regulated Projects Checklist and a new Stormwater Requirements Checklist for Small Projects. These checklists replaced several previously-existing forms. As the member agencies use the new checklists, they are identifying opportunities to refine and improve them. In this task, EOA will provide one update of the two checklists during the fiscal year, to accommodate issues and concerns identified by member agencies. This task does not include printing or photocopying of the checklist deliverables.

Update of Two Flyers. In FY 2012/13, EOA updated the Countywide Program's flyer, "Changes to Stormwater Quality Control Requirements", to keep the flyer current and update the formatting and appearance. In FY 2013/14, EOA will update two additional flyers for consistency with the "Changes to Stormwater Quality Control Requirements". The two flyers to be updated in FY 2013/14 are titled:

- New Stormwater Control Requirements Effective 12/1/12: For Projects that Create and/or Replace 2,500 to 10,000 Square Feet of Impervious Surface, and
- Notice to Project Applicants: Additional, New Stormwater Use and Treatment Requirements Effective December 1, 2011.

This task does not include printing or photocopying of the flyers.

List of Biotreatment Soil Vendors. EOA will request from New Development Subcommittee members the contact information for soil vendors that have provided soil for biotreatment measures in their jurisdictions, and also coordinate with SCVURPPP to identify additional soil vendors that have provided biotreatment soil. EOA will contact these vendors to verify that biotreatment soil products are currently offered, and on this basis will prepare a list of soil vendors that claim to offer biotreatment soil in accordance with the MRP Attachment L soil specifications. This task will not include any attempt to verify that any soils offered by any vendor actually meet the soil specifications in Attachment L of the MRP. EOA will prepare a list of soil vendors, which will clearly state that the claims by the vendors to offer biotreatment soils have not been verified. This list will be provided electronically to the New Development Subcommittee and posted on the Countywide Program's website. This task does not include printing or photocopying of the list of soil vendors.

Outreach to Architectural Copper Installers/Vendors. EOA will update the Countywide Program's flyer on architectural copper and use formatting consistent with the 2013 update of the flyer on Stormwater Quality Requirements for builders and developers. We will work with the New Development Subcommittee to identify local vendors that sell copper roofing materials, and local contractors that install copper roofs. We will notify these firms of the BMPs for the installation, cleaning, treating and washing of architectural copper by sending them hard copies and/or electronic copies of the Countywide Program's update flyer on architectural copper BMPs.

Budget: \$20,540

Deliverables (electronic files):

- Updated C.3 Regulated Projects Checklist.

- Updated Stormwater Checklist for Small Projects.
- Updated flyers on site design requirements for small projects and Low Impact Development (LID) requirements.
- List of soil vendors that offer biotreatment soil products.
- Electronic file of updated architectural copper BMP flyer, fifty (50) color photocopies of the BMP flyer for mailing to vendors and installers, and the mailing of the flyer to 50 copper roof vendors and/or installers.
- Mailing list of copper roof vendors and installers.

Subtask SM33.04: Update of C.3 Technical Guidance (MRP Provision C.3.a)

In FY 2012-13, EOA prepared Version 4.0 of the Countywide Program's C.3 Technical Guidance, incorporating materials developed in coordination with the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) and the Clean Water Program of Alameda County (CWP). These materials include updated guidance for pervious paving and Excel spreadsheets for sizing stormwater treatment measures using a volume-based approach and a combined flow and volume based approach. In FY 2013-14, after a year's experience of using the new spreadsheets, EOA anticipates that applicants and municipal staff will identify opportunities to improve on the spreadsheets and corresponding guidance, as well as opportunities to improve on other portions of the guidance manual. Additionally, EOA proposes to prepare project examples to demonstrate the hydraulic sizing of pervious paving and an infiltration trench.

Budget: \$15,780

Deliverables:

- Electronic files of the updated C.3 Technical Guidance Manual, for posting the document on the website both as a single PDF file, and as a set of chapter-by-chapter downloadable files.
- Twenty-three hard copies of the C.3 Technical Guidance Manual, for distribution to each of the member agencies and Countywide Program staff.

Subtask SM33.05: Trainings on MRP Provisions C.3, C.7.a and C.13.a

New Development Workshop. EOA will work with the New Development Subcommittee to plan and conduct a New Development workshop in Spring 2014. In previous years, we have offered New Development Workshops and Construction Workshop in alternating years. However, in view of recent Notices of Violation related to Provisions C.3 and C.6, there seems to be greater need for training on these topics. The 2014 New Development Workshop is anticipated to build on training provided at the 2013 New Development Workshop to provide municipal staff opportunities to conduct practice reviews of projects. EOA will work with the New Development Subcommittee to develop an agenda for the 2014 New Development Workshop. Some possible topics include offering exercises to review a public C.3 Regulated Project and to practice using the Countywide Program's Model Conditions of Approval, or offering a clinic on how to read construction plans. The workshop will also include information on the requirement to verify the marking of storm drain inlets in new privately-maintained streets

(Provision C.7.a) and BMPs for installation and cleaning of architectural copper (Provision C.13.a).

Operation and Maintenance Training for Inspectors. EOA will work with the New Development Subcommittee to plan and conduct a half-day workshop for municipal staff who perform operation and maintenance (O&M) verification inspections of stormwater treatment measures and hydromodification management controls. In previous years, we have included some training on O&M verification training during construction site stormwater control workshops; however, in view of recent Notices of Violation related to Provisions C.3.h (O&M of Stormwater Treatment Systems), there seems to be greater need for training on this topic. The O&M verification inspection training is anticipated to build on the O&M verification training module provided at the 2013 training on construction site control. We will work with the New Development Subcommittee to develop an agenda for the workshop. Possible topics include practice conducting an example O&M verification inspection and an example post-installation inspection, using photographs of treatment measures with maintenance issues. The workshop will also include information on the requirement to verify the marking of storm drain inlets in new privately-maintained streets (Provision C.7.a).

- New Development Workshop, including approximately 75 workshop folders each containing approximately 100 pages of photocopy handouts.
- O&M Verification Inspection Workshop, including approximately 75 workshop folders each containing approximately 100 pages of photocopy handouts.
- Draft and final workshop flyer and agenda, for both workshops.
- Registration list and certificates of completion for participants requesting CWEA contact hours, for both workshops.
- Catering services for both workshops.
- EOA attendance and up to three PowerPoint presentations to be given at each workshop.

Budget: \$30,920

Implementation of Provisions C.6, C.7.a and C.13.a: Tasks SM33.06 – SM33.07

Subtask SM33.06: Update C.6 Outreach Materials, Enforcement Response Plan Template, and Inspection Checklist (MRP Provision C.6)

Update of Construction BMP Flyers. In FY 2012/13, EOA updated the Countywide Program's Construction BMP Plan Sheet and began updating the Program's trifold brochures on construction BMPs. In FY 2013/14, EOA will update three additional trifold brochures for review by members of the New Development Subcommittee, who will be asked to also share the draft flyers with their agencies' construction site inspection staff. The flyers will be provided electronically to the New Development Subcommittee and posted on the Countywide Program's website. This task does not include printing or photocopying of the flyers.

Update of Enforcement Response Plan Template. The FY 2011/12 Annual Report Form specified that, for the purposes of reporting industrial/commercial inspections, verbal warnings are not violations. The 2012/13 Annual Report Form will include this statement for both industrial/commercial inspections and construction site inspections, pending Water Board staff approval of the draft Annual Report Form. To help agencies update their Enforcement

Response Plans (ERP) accordingly, EOA will update the sections of the Countywide Program's ERP Template that address verbal warnings. EOA will work with the New Development Subcommittee to revise the ERP Template, in coordination with the CII Subcommittee. This will also provide an opportunity, through the New Development Subcommittee, to remind the member agencies of the requirement to implement their respective ERPs, and to remind construction site inspection staff of the ERP requirements. The updated template will be provided electronically to the New Development Subcommittee and posted on the Countywide Program's website. This task does not include printing or photocopying of the template.

Triplicate Copies of Construction Site Inspection Checklist. In recent years there has been an annual need to provide hard copies of the construction site inspection checklist to the member agencies. In the process of identifying a need for additional hard copies, agency staffs have also identified opportunities to improve the checklist. EOA will coordinate, through the New Development Subcommittee, with municipal construction site inspectors to make any requested updates to the existing construction site inspection checklist and print it in triplicate.

Budget: \$17,120

Deliverables:

- Draft and final electronic versions of three (3) updated construction BMP brochures currently on the Construction page of the Countywide Program's website.
- Draft and final electronic versions of the Updated Enforcement Response Plan Template.
- 3,200 hard copies, in triplicate, of the final checklist. 50 copies will be provided to the Flood Control District, and 150 copies will be provided to each of the other 21 member agencies.

Subtask SM33.07: Trainings on MRP Provisions C.6, C.7.a and C.13.a

Construction Site Stormwater Control Workshop. EOA will work with the New Development Subcommittee to plan a half-day workshop on the Provision C.6 Construction Site Control requirements. In previous years, we have offered New Development Workshops and Construction Workshops in alternating years. However, in view of recent Notices of Violation related to Provisions C.3 and C.6, there seems to be greater need for training on both topics. EOA will work with the New Development Subcommittee to prepare an agenda. Possible topics include a review of the basic requirements of Provision C.6, information on BMPs, including BMPs that could not be covered in the FY 12/13 training, and an exercise to offer attendees practice identifying stormwater violations, using photographs of construction sites. For the FY 13/14 workshop, EOA will work with the New Development Subcommittee to identify a municipal inspector who will allow EOA staff to ride along on a construction site inspection and take photographs for use in the exercise. The workshop will also include information on the ERP Template (Subtask 33.06), the requirement to verify and track the marking of storm drain inlets in new privately-maintained streets (Provision C.7.a), and BMPs for installation and cleaning of architectural copper (Provision C.13.a).

Field Visit to Construction Site. Several years ago, the San Francisco Estuary Partnership's construction site control workshops included a field component, in which workshop attendees visited a nearby construction site to view stormwater BMP implementation. Since that time, New Development Subcommittee members have suggested incorporating a field component in

training workshops; however this limits the choice of sites to visit to those within an easy distance of the workshop facility and adds to the complexity of workshop logistics. In this task, EOA will work with the New Development Subcommittee to identify a construction site specifically selected for having BMPs of interest to the Subcommittee, and will coordinate a field visit to the construction site for Subcommittee members and municipal inspection staff from throughout San Mateo County.

Coordinate with Partner Organization to Provide Additional Training. Building on the popularity of construction site stormwater control training sessions that EOA has previously offered through the California Building Inspectors Group (CALBIG), EOA will coordinate with CALBIG to potentially provide training to building inspectors and construction site inspectors on construction site stormwater control. This has proven to be a helpful way to provide information on construction site stormwater requirements to building inspectors who may not attend a construction workshop. We anticipate that, as in past years, the partnership with CALBIG will consist of EOA staff giving an approximately one-hour presentation on construction site stormwater control requirements and BMPs at a regular CALBIG meeting. The training session will include information on the ERP Template (Subtask 33.06), the requirement to verify the marking of storm drain inlets in new privately-maintained streets (Provision C.7.a), and BMPs for installation and cleaning of architectural copper (Provision C.13.a).

Budget: \$25,198

Deliverables:

- Construction Site Stormwater Control Workshop, including catering services and approximately 75 workshop folders each containing approximately 50 pages of photocopy handouts.
- Draft and final workshop flyer and agenda.
- Workshop registration list and certificates of completion for participants requesting CWEA contact hours.
- EOA attendance at workshop and up to three PowerPoint presentations to be given at the workshop, including photographs of a construction site in San Mateo County.
- Flyer advertising field visit to construction site for the New Development Subcommittee and municipal inspectors, printouts of handouts for field visit (assume 50 copies of 1-page color handout and 4-page black & white handout), and EOA attendance at field visit.
- Brief summary of coordination with partner organization, provided in a New Development Subcommittee agenda packet.
- If a partner organization is willing to collaborate on C.6 training, emailed announcement about the training, EOA attendance at the training, and preparation of a PowerPoint presentation.

TASK SM34 - COMMERCIAL, INDUSTRIAL AND ILLICIT DISCHARGE CONTROLS (MRP PROVISIONS C.4, C.5, C.12.a, C.13.b and d, and C.15)

EOA will continue to assist the Countywide Program and its member agencies to implement the MRP's Provision C.4 (Industrial and Commercial Site Controls), Provision C.5 (Illicit Discharge Detection and Elimination), a portion of C.12 (Polychlorinated Biphenyls (PCBs) Controls), a portion of C.13 (Copper Controls) and Provision C.15 (Exempted and Conditionally Exempted Discharges). The tasks in this section are organized around these MRP provisions.

SM34.01: Component Coordination and Regulatory Compliance (MRP Provisions C.4, C.5, C.12.a, C.13.b and d, and C.15)

EOA will provide technical support to the Commercial, Industrial & Illicit Discharge (CII) Subcommittee. This will include continued collaboration with BASMAA's Municipal Operations Committee to identify cost-effective ways of meeting the MRP's recordkeeping and reporting requirements in FY 2013/14. Both the CII Subcommittee and its Training Workgroup will meet approximately every quarter to plan and oversee implementation of the commercial, industrial, and illicit discharge control activities that facilitate MRP compliance. EOA will organize and facilitate the subcommittee and workgroup meetings, including working with the chair to develop agendas, prepare discussion materials (e.g., handouts, presentations, and talking points), and maintain email/attendance lists.

EOA will summarize progress assisting with the countywide implementation of business/illicit discharge inspection-related activities, exempted and conditionally exempted discharge controls, and copper control activities in the Countywide Program Annual Report. EOA will also update this component's section of the Countywide Program's budget/workplan and quarterly update the EOA self-audit.

EOA will update the Countywide Program's guidance to municipalities for completing Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget.

Budget: \$31,232

Deliverables:

- Facilitation of quarterly back-to-back CII Subcommittee and Training Workgroup meetings and written meeting summaries.
- This component's section of the FY 2012/13 Countywide Program Annual Report.
- This component's section of the Countywide Program budget/workplan.
- Quarterly update of this component's EOA self-audit.
- Updated Countywide Program's guidance to municipalities for completing Annual Report forms.
- Comments on this component's sections of individual municipal Annual Reports (i.e., completed forms), as applicable and feasible within available budget.

Subtask SM34.02: Assist Municipalities to Implement Business Inspection and IDDE Programs (MRP Provisions C.4.a-c & C.5.a-f)

EOA will assist permittees with the implementation of commercial and industrial stormwater inspection tasks and illicit discharge detection and elimination tasks. This includes continuing to assist with business inspection plans and priorities, data management, enforcement response plans, complaint tracking and follow-up, collection system screening programs and mobile business outreach. Also included in this task is assistance with implementing Provision C.12.a, incorporating PCBs and PCB-containing equipment identification into inspection programs, and C.13.d, identifying, inspecting and ensuring proper BMPs at facilities likely to have sources of copper. EOA will identify the specific support needed for these tasks during the year based on Regional Water Board staff feedback (e.g., review of Annual Reports, requests for additional information, NOVs/LODs issued) and feedback and requests for assistance from the CII Subcommittee. Specific recommendations and prioritization will be documented in the Subcommittee meeting minutes. EOA will track MRP reissuance progress and provide input as needed to CII related provisions.

Budget: \$36,096

Deliverables:

- Telephone and email communications with municipal staff about the implementation of commercial/industrial business inspection programs, illicit discharge inspection programs, collection system screening programs, mobile business outreach, PCBs and PCBs-containing equipment inspection requirements, and copper control BMPs.
- Products identified by the Subcommittee to improve member agencies' understanding and implementation of the MRP's requirements. Example products include revisions to current inspection forms, BMP materials, mobile business lists or Annual Report response summaries.

Subtask SM34.03: Commercial, Industrial and Illicit Discharge Stormwater Inspector Staff Training (MRP Provisions C.2, 4 and 5)

A full day training workshop for stormwater inspectors was last held in FY 2011/12 and the next full day workshop will be held in FY 2013/14. The workshop will provide an opportunity for inspectors to practice inspecting, evaluating, and documenting findings at a corporation yard or similar location. The training workshop will also include classroom topics that meet the MRP's requirements for inspector training, such as inspection procedures, implementation of typical BMPs, illicit discharge detection, elimination, and follow up, and urban runoff pollution prevention. EOA will work with the CII Training Work Group and Subcommittee to plan and conduct a CII inspector training workshop.

Budget: \$19,668

Deliverables:

- PowerPoint presentations for the training.
- Facilitation of the training.
- Preparation of forms to evaluate the training, compilation of the completed forms, and evaluation of training success and as needed potential ways to improve future trainings in Countywide Program Annual Report.

Subtask SM34.04: BASMAA Municipal Operations Committee Participation (MRP Provisions C.2, C.4, C.5, C.12.a, C.13.b and d, and C.15)

EOA will assist the Countywide Program participate in the BASMAA Municipal Operations Committee. EOA will follow-up on the BASMAA meetings by providing updates to and coordination with appropriate SMCWPPP Subcommittees (CII, Municipal Maintenance, and Parks Maintenance and IPM).

Budget: \$9,024

Deliverables:

- Participation in BASMAA Municipal Operations Committee meetings.
- Updates to and coordination with appropriate SMCWPPP Subcommittees (CII, Municipal Maintenance, and Parks Maintenance and IPM).

Subtask SM34.05: Assist Municipalities Implement Conditionally Exempt Discharges Programs (MRP Provision C.15)

The Water Utility Work Group was disbanded in FY12/13. However, EOA will continue to offer assistance for meeting C.15.b.iii. permit requirements. For FY 2013/14 this task includes budget to follow the progress of the development of a General Permit for potable water discharges as it relates to possible C.15.b.iii permit requirements in the future. EOA will review the available planned potable water discharge monitoring data in Annual Reports to inform a possible future request to reduce monitoring and reporting requirements, similar to a request made by the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP). EOA will evaluate the data available and provide recommendations for future monitoring data collection or Annual Report submittals.

This task will also include assistance with meeting other conditionally exempt discharge categories such as air conditioning condensate and swimming pool discharges as directed by the CII Subcommittee or the TAC.

This task may include identifying any additional types of non-stormwater discharges not listed in Provision C.15 that the Countywide Program's member agencies would like to propose as exempt from the MRP's Prohibition A.1. Any list proposed by the CII Subcommittee would need to be approved by the TAC before being transmitted to Regional Water Board staff.

Budget: \$19,552

Deliverables:

- Participation in Water Agency Task Force meetings related to the development of a General Permit for potable water discharges.
- Summary and evaluation of Annual Report planned potable water discharge monitoring data available through the 2013 Annual Reports.
- Products identified by the Subcommittee to improve member agencies' understanding and implementation of the MRP's requirements. Example products include fact sheets, BMP material or member surveys and summaries.

TASK SM35 - WATER QUALITY MONITORING (MRP PROVISION C.8)

EOA will continue to assist the Countywide Program to implement tasks related to water quality monitoring (MRP Provision C.8).

Subtask SM35.01: Coordination and Regulatory Compliance (MRP Provision C.8)

EOA will continue to plan, coordinate, and support technically all Watershed Assessment and Monitoring (WAM) component activities essential to permit implementation, including preparing this component's section of the Countywide Program Annual Report, annual workplan/budgets, and quarterly self-audits, and working with the WAM Subcommittee chair to support and facilitate approximately two meetings per year (e.g., develop agendas, participate in meetings, and prepare meeting summaries), and coordinating with County staff to maintain and update this component's section of the Countywide Program's website.

Budget: \$15,798

Deliverables:

- Facilitation of two WAM Subcommittee meetings.
- Water quality monitoring section of the FY 2012/13 Countywide Program Annual Report.
- Water quality monitoring section of the Countywide Program budget/workplan.
- Water quality monitoring section of quarterly self-audits.

Subtask SM35.02: Participate in BASMAA Activities (MRP Provision C.8)

EOA will assist the Countywide Program to collaborate and coordinate with other Bay Area municipal stormwater management agencies on all water quality monitoring tasks. This will include representing the Countywide Program on BASMAA's Monitoring and Pollutants of Concern Committee and Regional Monitoring Coalition Workgroup, both of which meet monthly, and participating in related email and telephone communications and reviewing regional documents. This task may also include occasionally attending relevant policy meetings (e.g., Biocriteria Development, Wetland/Riparian Policy) and commenting on related documents.

Budget: \$31,446

Deliverables:

- Participation in monthly meetings of BASMAA's Monitoring and Pollutants of Concern Committee and Regional Monitoring Coalition Workgroup.
- Telephone and email communications and comments on draft regional water quality monitoring-related documents.

Subtask SM35.03: BASMAA Regional Project - Pollutant Loading Station (MRP Provision C.8.e)

EOA will continue to assist the Countywide Program to operate a pollutant loading station in the Pulgas Creek pump station watershed, as an in-kind contribution to the BASMAA Regional Project to comply with MRP Provision C.8.e. The budget assumes seven wet season sampling episodes and two dry season sampling episodes. Chemical analysis costs are not included in

this task; they are covered via a separate contract between BASMAA and SFEI.

Budget: \$16,144

Deliverables:

- Operation and field monitoring of the pollutant loading station in the Pulgas Creek pump station watershed, as an in-kind contribution to the BASMAA Regional Project to comply with MRP Provision C.8.e.

Subtask SM35.04: Pollutant Loading Station – KLI Subcontractor (MRP Provision C.8.e)

As a subcontractor to EOA, Kinnetic Laboratories, Inc., of Santa Cruz California will provide field and equipment services to operate the pollutant loading station described in the previous subtask (SM35.03).

Budget: \$106,240

Deliverables:

- Operation and field monitoring of the pollutant loading station in the Pulgas Creek pump station watershed, as an in-kind contribution to the BASMAA Regional Project to comply with MRP Provision C.8.e.

Subtask SM35.05: Participate in Regional Monitoring Program (MRP Provision C.8.b)

The MRP requires that Permittees participate in a San Francisco Estuary receiving water monitoring program, at a minimum equivalent to the San Francisco Estuary Regional Monitoring Program (RMP), by contributing annually their financial fair-share. Through continued participation in the RMP's committees and workgroups, the Countywide Program and BASMAA have remained informed stakeholders able to help oversee the RMP's activities and identify any opportunities to direct existing RMP funds towards meeting MRP requirements. In coordination with other BASMAA agencies, EOA will continue to assist the Countywide Program to participate in the RMP, including participating in selected RMP committees and workgroups, especially the Small Tributaries Loading Strategy (STLS) workgroup, and providing input to related work plans and reports. The Countywide Program's direct financial contribution to the RMP is not included in the budget for this task.

Budget: \$12,036

Deliverables:

- Complete a section of the FY 2012/13 Annual Report that summarizes how, over the course of the fiscal year, the Countywide Program participated in the RMP in collaboration/coordination with other Bay Area municipal stormwater management agencies.
- Participation in STLS workgroup meetings and related email communication, and review and comment on related documents.

Subtask SM35.06: Creek Status Monitoring (MRP Provision C.8.c)

EOA will assist the Countywide Program to participate in the Regional Monitoring Coalition's field programs to conduct monitoring of creeks in San Mateo County and other parts of the Bay Area as required by the MRP. The primary objectives are to gather information on whether numeric and narrative water quality objectives are met in creeks and whether creek conditions are supporting beneficial uses (e.g., aquatic habitat, recreational uses). The fieldwork will continue during the 2013/14 rainy season and extend into the spring and summer of 2014. The focus will be on collecting the types of screening-level biological, physical and chemical water quality data required by the MRP. Field activities will include biological community sampling (benthic macroinvertebrate and algae bioassessments), continuous water quality monitoring using multi-parameter probe measurements (e.g., pH, temperature, and dissolved oxygen), collecting grab water and sediment samples (for toxicity testing and chemical and bacterial analysis), and stream physical condition surveys. This task includes all activities associated with the field data collection, including selection and evaluation of sampling locations, coordination of equipment, field crews, and required trainings, and coordination of associated laboratory analyses. This task also includes laboratory analyses for a suite of water quality analytes.

The field and laboratory data generated will undergo initial evaluation using standard Quality Assurance (QA) procedures and will be entered into the Regional Monitoring Coalition's IMS (see above Subtask SM25.04) to facilitate future interpretation and reporting.

Budget: \$220,301

Deliverables:

- Monitoring data for all parameters listed in MRP Table 8.1 at the number of sites required in Provision C.8.c.
- Forms, maps, and spreadsheets associated with selecting and evaluating monitoring sites for FY 2013/14;
- Field and laboratory data that has undergone quality assurance/quality control review entered into the Regional Monitoring Coalition's IMS to facilitate future interpretation and reporting.

Subtask SM35.07: Stressor/Source ID Monitoring Projects (MRP Provision C.8.d)

EOA will assist the Countywide Program to collaborate with Regional Monitoring Coalition participant agencies to identify and implement up to ten stressor/source ID projects regionally (two in San Mateo County) that need to be initiated during the Permit term based on Water Years 2013 and 2014 creek status monitoring data (see previous task) that exceed trigger levels described in the MRP. The budget for this task is a placeholder since the scope of work is still under development. EOA will work with the WAM Subcommittee in the spring and fall of 2013 to fully develop the scope of work.

Budget: \$50,000

Deliverables:

- To be determined. EOA will work with the WAM Subcommittee in the spring and fall of 2013 to fully develop the scope of work.

Subtask SM35.08: BMP Effectiveness Study (MRP Provision C.8.d)

EOA will assist the Countywide Program to investigate the effectiveness of one BMP for stormwater treatment or hydrograph modification control. This requirement will be met by adding analytes to the monitoring program already planned for the Bransten Road green street and PCB treatment retrofit pilot project in San Carlos. This year EOA will work with the WAM Subcommittee and BASMAA to finalize the monitoring plan that will include, per Provision C.8.d.ii, monitoring of the “range of pollutants generally found in urban runoff”. Monitoring will be conducted during the 2013/14 wet season. Monitoring results will be evaluated, entered into the RMC IMS, and documented in a report.

Budget: \$38,978

Deliverables:

- Stormwater monitoring laboratory analytical reports.
- Data entry and quality assurance / quality control documentation.
- Results will be documented in a report.

Subtask SM35.09: Geomorphic Project (MRP Provision C.8.d)

EOA will assist the Countywide Program to inventory locations in a portion of the San Mateo Creek watershed for potential retrofit projects in which decentralized, landscape-based stormwater retention units can be installed. This year EOA will work with the WAM Subcommittee and City of San Mateo staff to select appropriate criteria and then develop the inventory. As appropriate, EOA will coordinate this task with any related C/CAG work and/or SFEP’s Proposition 84 funded project.

Budget: \$15,008

Deliverables:

- A technical memorandum will be developed in consultation with the WAM Subcommittee documenting the inventory and the methods used to develop it.

Subtask SM35.10: Citizen Monitoring and Participation (MRP Provision C.8.f)

EOA will continue to assist the Countywide Program to encourage citizen monitoring and stakeholder observations and reporting of water body conditions. Per MRP requirements, this will include making reasonable efforts to seek out citizen and stakeholder information and comment regarding water body function and quality during evaluation of status monitoring results and development of monitoring projects.

Budget: \$7,974

Deliverables:

- Complete a section of the FY 2012/13 Annual Report that summarizes how over the course of the fiscal year citizen monitoring and stakeholder observations were encouraged and incorporated into the evaluation of status monitoring results and development of monitoring projects.

Subtask SM35.11: Reporting (MRP Provision C.8.g)

The MRP requires annual electronic reporting of field monitoring results comparable with the state's Surface Water Ambient Monitoring Program (SWAMP) database followed by an annual Urban Creeks Monitoring Report (UCMR) with data analysis and interpretation. EOA will prepare and submit the Countywide Program-specific sections of these reports. This year the MRP requires submittal of a comprehensive Integrated Monitoring Report that includes monitoring results from previous years in lieu of the usual annual UCMR.

Budget: \$41,584

Deliverables:

- Countywide Program-specific sections of the Status Monitoring Electronic Report in SWAMP-compatible format.
- Countywide Program-specific sections of the Integrated Monitoring Report.

TASK SM36 - PESTICIDES (MRP PROVISION C.9)

EOA will continue to assist the Countywide Program and its member agencies to implement the requirements of MRP Provision C.9, Pesticides Toxicity Control. It is anticipated that much of the work associated with compliance with Provision C.9.e. ("Track and Participate in Relevant Regulatory Processes") will be accomplished via ongoing CASQA and/or BASMAA projects and therefore it is not included in this scope of work. In addition, this scope of work does not cover "Public Outreach" (MRP Provision C.9.h) because this assistance is provided by San Mateo County Environmental Health.

Subtask SM36.01: Coordination and Regulatory Compliance (MRP Provision C.9)

EOA will provide support to the Parks Maintenance and IPM Workgroup. This will include continued collaboration with BASMAA's Municipal Operations Committee to identify cost-effective ways of complying regionally with the MRP's requirements. The Parks Maintenance and IPM Workgroup will meet three times per year to guide the implementation of this component's Countywide Program activities. EOA will work with the chair to support the workgroup and facilitate meetings. This will include working with the chair to plan agendas and discussion materials (e.g., handouts, presentations, and talking points), participating in meetings, preparing meeting summaries, maintaining email/attendance lists, and completing meeting follow-up actions.

EOA will prepare the pesticides toxicity control section of the FY 2012/13 Countywide Program Annual Report. EOA will also update the pesticides toxicity control section of the Countywide Program's budget/workplan and complete the pesticides toxicity control section of the quarterly EOA self-audit.

EOA will update the Countywide Program's guidance to municipalities for completing Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget.

Budget: \$24,400

Deliverables:

- Participation in three Parks Maintenance and IPM Workgroup meetings.
- Pesticides toxicity control section of the FY 2012/13 Countywide Program Annual Report.
- Pesticides toxicity control section of the Countywide Program budget/workplan.
- Pesticides toxicity control section of the quarterly EOA self-audit.
- Updated Countywide Program guidance to municipalities for completing Annual Report forms.
- Comments on pesticide toxicity control sections of individual municipal Annual Reports (i.e., completed forms), as applicable and feasible within available budget.

Subtask SM36.02: Assist with Implementation of Municipal IPM Programs (MRP Provisions C.9.e. & C.9.f)

EOA will assist the Parks Maintenance and IPM Workgroup's members to understand and implement municipal IPM programs. EOA will identify the specific support needed for these tasks during the year based on Regional Water Board staff feedback (e.g., review of Annual Reports, requests for additional information, any NOVs/NODs issued) and feedback and requests for assistance from the Parks Maintenance and IPM Workgroup. EOA will provide guidance/support for implementation of any new control measures that are identified in the C.9.g effectiveness evaluation report submitted with the FY12/13 Annual Report. Specific recommendations and prioritization will be documented in the workgroup meeting minutes. EOA will track MRP reissuance progress, brief the workgroup, and seek feedback as needed related to C.9 provisions. This task also includes tracking relevant regulatory processes through the CASQA Pesticides Subcommittee and Bay Area Urban Pesticides Committee (UPC).

Budget: \$19,200

Deliverables:

- Telephone and email communications with municipal staff about the implementation of an IPM program, implementation of IPM policy, interfacing with County Agricultural Commissioners, and tracking relevant regulatory processes.
- Products identified by the workgroup to improve member agencies' understanding and implementation of the MRP's requirements. Example products include revisions to current SOP templates, municipal outreach materials for structural IPM or Annual Report response summaries.

Subtask SM36.03: IPM Training Workshops (MRP Provision C.9.c)

EOA will work with the Parks Maintenance and IPM Workgroup to plan and conduct the annual landscape IPM workshop. In FY13/14 a structural IPM workshop will also be held. The Parks Maintenance and IPM Workgroup has identified a need to outreach to municipal staff responsible for structural IPM. EOA began this process in FY12/13 and will continue in FY13/14 via this additional workshop.

Budget: \$29,520

Deliverables:

- PowerPoint presentations for the trainings.
- Facilitation of the trainings.
- Preparation of forms to evaluate the trainings, compilation of the completed forms, and evaluation of training success and as needed potential ways to improve future trainings in Countywide Program Annual Report.

Subtask SM36.04: Evaluation of Pesticide Related Source Control Actions (MRP Provision C.9.g)

MRP Provision C.9.g. requires Permittees to evaluate the effectiveness of the pesticide control measures implemented, evaluate attainment of pesticide concentration and toxicity targets for

water and sediment from monitoring data (including data gathered via Provision C.8), and identify improvements to existing control measures and/or additional control measures, if needed, to attain targets with an implementation time schedule. In the 2012/13 Annual Report, Permittees are required to report the evaluation results, and if needed, submit a plan to implement improved and/or new control measures. EOA began work on this task in FY12/13 and will complete this task with the submittal of the FY 2012/13 Countywide Program Annual Report. EOA will coordinate with the Parks Maintenance and IPM Workgroup and SCVURPPP and, as needed, the TAC and BASMAA.

Budget: \$5,440

Deliverables:

- Technical memorandum documenting the results of the evaluation for submittal with the FY 2012/13 Countywide Program Annual Report.

TASK SM37 - TRASH LOAD REDUCTION (MRP PROVISION C.10)

EOA will implement tasks described within this section to assist the Countywide Program and its member agencies to comply with MRP Provision C.10, Trash Reduction.

Subtask SM37.01: Trash Committee Coordination (MRP Provision C.10)

EOA will facilitate up to four quarterly Countywide Program Trash Committee meetings in coordination with the committee chair. Committee meetings are intended to provide a forum for sharing information among member agencies related to trash reduction in San Mateo County and discuss compliance activities required by the MRP. As part of this coordinator role, EOA will develop and distribute meeting agendas, prepare meeting materials as needed, participate in meetings, and prepare and distribute meeting summaries.

Budget: \$14,444

Deliverables:

- Facilitation of up to four Trash Committee meetings, including preparation of meeting agendas, agenda support materials and meeting summaries that provide an overview of actions agreed to during the meetings.

Subtask SM37.02: Participate in BASMAA Activities (MRP Provision C.10)

EOA will also participate in trash-related activities of BASMAA including attending regional Trash Committee meetings, participating in e-mail communications as needed, and reviewing and commenting on regional documents. This participation will include soliciting input from the Countywide Program's Trash Committee and representing the Trash Committee at BASMAA's Trash Committee meetings.

Budget: \$9,504

Deliverables:

- Participation in up to 10 BASMAA Trash Committee meetings and following each meeting prepare a brief summary of the most important items agreed to and being worked on by the Committee.
- Written comments on trash-related BASMAA regional products.

Subtask SM37.03: Trash Load Reduction Assessment Program (MRP Provision C.10.c)

EOA will assist the Countywide Program to provide services in support of developing and implementing a trash load reduction assessment program. In FY 2012-13, EOA developed a draft on-land visual assessment method and protocol designed to assess the levels of trash generated onto streets and would conceptually enter the stormwater conveyance system. The on-land visual assessment method would also provide a way for Permittees to demonstrate progress towards trash load reduction goals included in the MRP. In FY 2013-14, EOA will develop and implement a pilot trash load reduction assessment plan for the Countywide Program, which will utilize the draft on-land assessment method. The plan will describe assessment methods, and identify initial assessment sites within the county and associated frequencies of assessments. Assessment sites will be located in high priority trash management

areas identified by Permittees. Both temporal and spatial variability will be evaluated during the pilot implementation of the plan in an effort to best inform the spatial extent and frequency of assessments needed to confidently demonstrate progress. The pilot assessment plan will be included with the submittal of the compiled Long-Term Trash Load Reduction Plans, due to the Water Board in February 2014.

The pilot testing of the plan in San Mateo County will be coordinated with assessment method(s) development conducted under BASMAA's *Tracking California's Trash* grant received from the State Water Resources Control Board. One goal of BASMAA's project would be to relate the results of the draft on-land visual assessment method (i.e., score) to the amount of trash being discharged from the area assessed (i.e., better scores equals less trash). The method would allow Permittees to identify improvements in trash discharged to receiving waters from the stormwater drainage system, using a simple cost-effective on-land visual assessment protocol.

Budget: \$34,140

Deliverables:

- Draft and Final Pilot Trash Load Reduction Assessment Plans
- Results of trash reduction assessments conducted at assessment sites throughout the county.

Subtask SM37.04: BASMAA Regional Project - Trash Full Capture Operation and Maintenance Procedures and Verification Program (MRP Provision C.10)

EOA will assist the Countywide Program to provide services in support of developing a trash full capture operation and maintenance procedures and verification program, as an in-kind contribution to a BASMAA Regional Project to comply with MRP Provision C.10.

Budget: \$8,250

Deliverables:

- Services in support of developing a trash full capture operation and maintenance procedures and verification program, as an in-kind contribution to a BASMAA Regional Project to comply with MRP Provision C.10.

Subtask SM37.05: Trash Hot Spot Cleanup Tracking and Reporting (MRP Provision C.10.b)

EOA will assist member agencies in calculating and reporting trash removals via creek and shoreline hot spot cleanups required by the MRP. EOA will provide data collection and load removal calculation tools to member agencies and maintain data associated with creek and shoreline cleanup activities. Data will be maintained in a database and provided to member agencies in a standard reporting format to assist with annual reporting. Additionally, EOA will provide technical assistance associated with tracking and summarizing lessons learned from creek and shoreline cleanups.

Budget: \$14,820

Deliverables:

- Annual reporting guidance on standardized reporting of trash reductions associated with creek and/or shoreline cleanups.
- Centralized database of member agency creek/shoreline cleanup data.
- Standardized creek cleanup data formatted for annual reporting submittals to the Regional Water Board by member agencies.
- Annual report section for Countywide Program's FY 2012/13 Annual Report that summarizes member agency lessons learned to-date on conducting creek/shoreline cleanups.

Subtask SM37.06: Long-term Trash Load Reduction Plan Assistance (MRP Provision C.10.c)

EOA will assist member agencies in developing their long-term trash load reduction plans required by the MRP for submittal by February 1, 2014. EOA will conduct up to two meetings with all member agencies (as a group) to discuss required components of their long-term plan and answer questions from member agencies. Additionally, EOA will attend up to two additional (individual) meetings with each applicable Permittee to provide additional guidance to representatives on long-term plan development, discuss and provide perspectives on potential areas and associated control actions for trash management, and identify appropriate assessment methods/areas to demonstrate progress towards trash reduction goals. EOA will also develop draft and final maps depicting trash management areas for prioritized implementation that will be submitted with long-term plans. Lastly, EOA will review and provide comments on draft long-term trash load reduction plans for each applicable Permittee, compile all plans and submit on behalf of all Permittees to the Water Board by February 1, 2014.

Budget: \$94,240

Deliverables:

- Coordination of up to two SMCWPPP (group) meetings to discuss required components, guidance materials, plan templates, assessment methods, and other pertinent topics.
- Coordination of up to two meetings with each Permittee to discuss long-term plan development, provide perspectives on potential control actions for trash management, and identify appropriate assessment methods/areas to demonstrate progress towards trash reduction goals, and discuss other pertinent topics.
- Draft and final maps depicting trash management areas for prioritized implementation that will be submitted with long-term plans.
- Comments on Draft Long-Term Plans based on review and discussion with Permittees.
- Compiled Final Long-Term Plans and submitted on behalf of all Permittees to the Water Board.

Subtask SM37.07: Web-based Trash Management Reporting Tool (MRP Provision C.10.c)

In an effort to better illustrate locations and types of trash management actions being implemented by Permittees, and demonstrate progress towards load reduction goals, EOA will

develop a web-based tool (viewable via the countywide program's website) that will provide a visual display of the location and types of trash management actions being implemented or planned by Permittees. The web-based tool will include the locations of trash management areas and associated trash generation rates, descriptions of trash actions implemented or planned in each area, and assessment results. The web-based tool will be linked to Google™ maps and allow the user to query information based on specific trash management areas. Information included on the web-based tools will be based on maps and information included in long-term trash load reduction plans and/or provided by Permittees.

Budget: \$42,200

Deliverables:

- Web-based tool and associated web pages that will provide a visual display of the location and types of trash management actions being implemented or planned by each applicable Permittee.

Subtask SM37.08: Workshops with Municipal Solid Waste/Recycling Haulers and Action Plan (MRP Provision C.10.c)

EOA will actively coordinate with staff from San Mateo County and other Permittees to plan and conduct up to two workshops with municipal solid waste/recyclable haulers. The goal of the workshops is to collectively identify opportunities to reduce the contributions of litter generated from hauler-associated sources (e.g., transporting garbage/recyclables and overflowing containers). EOA will assist in the coordination and planning of the workshops, including developing and coordinating workshop planning meetings that will include Permittees and hauler representatives and other interested parties, preparing workshop agendas and materials (e.g., presentations), identifying and confirming workshop speakers, and documenting action items and next steps. EOA will also coordinate a follow up meeting with the planning group to agree on next steps towards the implementation of actions identified during the workshops. As an outcome of the workshop/meetings, EOA will develop a brief action plan that describes agreed upon implementation actions that should be pursued.

Budget: \$35,780

Deliverables:

- Workshop announcements, agendas, presentations, and associated materials.
- Brief action plan describing agreed upon implementation actions that should be pursued by Permittees and/or haulers.

Subtask SM37.09: Compliance Reporting (MRP Provision C.10.d)

EOA will provide technical support to the member agencies on annual reporting and assist the Countywide Program with the preparation of its portion of the FY 2012/13 annual report. This will include continued collaboration with BASMAA's Trash Committee to identify cost-effective ways of complying regionally with the MRP's requirements. Through this task EOA will prepare a trash control section of the Countywide Program's Annual Report, develop associated annual workplan/budgets, and coordinate with County staff to maintain and update this component's section of Countywide Program's website.

EOA will update the Countywide Program's guidance to municipalities for completing Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget.

Budget: \$15,960

Deliverables:

- Updated Countywide Program's guidance to municipalities for completing FY 2012/13 Annual Report forms.
- Comments on trash control sections of individual municipal Annual Reports (i.e., completed forms), as applicable and feasible within available budget.
- Trash control section of the Countywide Program FY 2012/13 Annual Report.
- Trash control section of the Countywide Program budget/workplan.

TASK SM38: MERCURY, PCBs, AND LOWER PRIORITY POLLUTANTS OF CONCERN (MRP PROVISIONS C.11, C.12, C.13.c, C.13.e, and C.14)

EOA will assist the Countywide Program to implement tasks related to mercury, PCBs, and certain lower priorities pollutants of concern (copper, PBDEs, legacy pesticides, and selenium). These tasks address requirements in MRP Provisions C.11, C.12, C.13.c, C.13.e, and C.14, and are described below.

Subtask SM38.01: Assist with Coordination and Regulatory Compliance (MRP Provisions C.11, C.12, C.13.c, C.13.e, and C.14)

EOA will continue to update the WAM Subcommittee on projects related to mercury, PCBs, and lower priority pollutants of concern and solicit feedback from the subcommittee at the three yearly meetings. In addition, EOA will assist the Countywide Program to prepare the pollutants of concern section of the Countywide Program's FY 2012/13 Annual Report, annual budgets/workplan, and quarterly EOA self-audit.

Budget: \$12,950

Deliverables:

- Participation in three WAM Subcommittee meetings.
- Pollutants of concern section of the quarterly EOA self-audit.
- Pollutants of concern section of the FY 2012/13 Countywide Program Annual Report.
- Pollutants of concern section of the Countywide Program budget/workplan.

Subtask SM38.02: Participate in BASMAA Regional Activities (MRP Provisions C.11, C.12, C.13.c, C.13.e, and C.14)

EOA will also continue to assist the Countywide Program to collaborate and coordinate with other Bay Area municipal stormwater management agencies on all pollutant of concern-related tasks. This will include representing the Countywide Program on BASMAA's Monitoring and Pollutants of Concern Committee, which meets monthly, and participating in related email and telephone communications and reviewing regional documents.

Budget: \$28,800

Deliverables:

- Participation in BASMAA's monthly Monitoring and Pollutants of Concern Committee.
- Telephone and email communications and comments on draft regional pollutant of concern-related documents.

Subtask SM38.03: Participate in BASMAA Regional Projects – Integrated Monitoring Report (MRP Provisions C.11, C.12 and C.14)

EOA will assist the Countywide Program to collaborate with other BASMAA agencies to develop the comprehensive Integrated Monitoring Report due in March 2014 per several water quality monitoring and pollutants of concern MRP provisions.

Budget: \$50,000

Deliverables:

- Services in support of collaborating with other BASMAA agencies to develop the comprehensive Integrated Monitoring Report due in March 2014.

Subtask SM38.04: Report Estimated Mass of Mercury Collected through Recycling Efforts (MRP Provision C.11.a)

MRP Provision C.11.a requires Permittees to implement a method for reporting the estimated mass of mercury collected via mercury recycling and collection efforts. EOA will assist the Countywide Program to gather the relevant data from municipalities and perform the associated calculations and reporting.

Budget: \$6,016

Deliverables:

- Estimated mass of mercury collected via mercury recycling and collection efforts reported in the Countywide Program Annual Report.

Subtask SM38.05: Assist with Participation in Clean Watersheds for a Clean Bay (MRP Provisions C.11/12.c, d, e and i)

EOA will continue to assist the Countywide Program to participate in Clean Watersheds for a Clean Bay (CW4CB), a four-year regional project that is addressing MRP Provisions C.11/12.c, d, e and i. CW4CB is pilot testing methods to reduce loading of sediment-bound pollutants to the Bay and, therefore, help implement the PCBs and mercury TMDL water quality restoration programs. CW4CB has identified five high priority project watersheds that discharge urban runoff with PCBs and other pollutants to the Bay. One of these five watersheds is the Pulgas Creek pump station watershed in San Carlos. CW4CB is identifying PCB and mercury source areas within the project watersheds and will refer these sites to regulatory agencies for cleanup and abatement. The project is also developing methods to enhance removal of sediment with PCBs and other pollutants during municipal operations and maintenance activities, evaluating 10 urban runoff treatment facilities retrofitted into existing infrastructure throughout the Bay Area (including the Bransten Road project in San Carlos), and facilitating development and implementation of a regional risk reduction program that focuses on educating the public about the health risks of consuming certain species of Bay fish that contain high levels of PCBs and mercury.

EOA will continue to assist the Countywide Program to participate in all components of CW4CB and will continue to represent the Countywide Program on CW4CB's Project Management Team and workgroups. CW4CB is funded by a \$5-million grant from USEPA to BASMAA and \$2.04-million in matching funding from BASMAA and BASMAA agencies (including the Countywide Program), Bay Area municipal wastewater treatment agencies, and industrial dischargers to the Bay. The Countywide Program has agreed to contribute \$240,000 of the matching funds over four years.

Budget: \$60,200

Deliverables:

- Description of the work conducted over the course of the fiscal year in the Pulgas Creek pump station watershed and other project areas and summary of the overall status of all CW4CB tasks in the 2012/13 Annual Report and in project progress reports due to EPA on October 31, 2013 and April 30, 2014.

Subtask SM38.06: Implement Pump Station Diversion and Monitoring Study (MRP Provisions C.11/12.f)

MRP Provisions C.11/12.f require BASMAA agencies to perform pilot projects to assess the feasibility of diverting runoff to sanitary sewers for treatment at local Publicly Owned Treatment Works (POTW). In coordination/collaboration with other Bay Area municipal stormwater management agencies, EOA is assisting the Countywide Program to implement a project in the Pulgas Creek pump station watershed. Most of this project is being conducted during FY 2012/13. During FY 2013/14 EOA will complete the project, including reporting. More information is provided in "Pulgas Creek Pump Station Pilot Urban Runoff Diversion Evaluation, Project Work Plan, May 4, 2012."

Budget: \$141,007

Deliverables:

- Report on project in September 2013 Countywide Program Annual Report and March 2014 Integrated Monitoring Report.

TASK SM39: CONTINGENCY ITEMS

EOA will implement the following contingency tasks only upon authorization by C/CAG. Further scoping of these tasks and definition of budgets will be conducted at that time as needed. If so directed by C/CAG, the scopes and deliverables of one or more of the contingency subtasks described below may be revised, or new contingency tasks added.

Subtask SM39.01: Assist with Applying for Grant Funding

EOA will assist the Countywide Program and/or BASMAA apply for grant funds.

Budget: \$48,208

Deliverables:

- Grant funding application(s).

Subtask SM39.02: Assist Comment on Selected Regulatory Actions

EOA will assist the Countywide Program to comment on and/or respond to selected regulatory actions (e.g., Basin Plan amendments such as TMDLs, ASBS compliance).

Budget: \$24,528

Deliverables:

- Comment letters, testimony at hearings, etc.

Subtask SM39.03: Litigation Support

EOA will provide support to the Countywide Program in relation to litigation activities (e.g., permit appeals, unfunded mandate test claim).

Budget: \$32,000

Deliverables:

- To be determined.